

CHAPTER 7

IMPLEMENTATION AND INTERNAL REVIEW

A. IMPLEMENTATION

1. When a DoD issuance requires implementing documents from the DoD Components, the following guidelines are provided:

- a. Develop a list of the DoD Components that are required to submit implementing documents and maintain a suspense date file.
- b. On receipt of the implementing documents, review them for consistency with the DoD issuance.

2. Certification Memorandum

a. When the implementing documents are consistent with the intent of the DoD issuance, a certification memorandum identifying the implementing documents must be signed by the PSA and provided to the Director, WHS. (See figure 7-1.) The implementing documents from the DoD Components shall be retained by the originating OSD Component.

b. Implementing documents resulting from a change to a DoD Directive, Instruction, or Publication must be reviewed by the originating OSD Component and certified as acceptable by the PSA.

3. **Unacceptable Implementing Documents.** When a review reveals that a DoD Component's implementing document is inconsistent with the intent of the DoD issuance, return it to the DoD Component for revision.

4. **Implementing Documents Not Received From DoD Components.** When a DoD Component has not provided the implementing document within the prescribed implementation date in the DoD issuance, a memorandum requesting copies of the implementing document should be signed by the PSA and forwarded to the DoD Component. When a DoD Component does not issue an implementing document, the DoD issuance will be directly applicable to all elements within the DoD Component, and the Component head is responsible for carrying out the DoD guidance within that Component. A memorandum stating that the DoD Component will not issue an implementing document must be provided to the Director, WHS, signed by the PSA.

5. **Implementing Documents for DoD Issuances Under Revision or Scheduled for Cancellation.** When implementing documents have not been received for a DoD issuance and the issuance is under revision or is scheduled for cancellation, a memorandum stating that a reissuance or cancellation is planned by a specific time must be provided to the Director, WHS, signed by the PSA. Since the existing issuance remains in effect until the reissuance or cancellation, the implementation requirement for the issuance remains valid; therefore, the memorandum for the Director, WHS, must give a reason for not obtaining the implementing documents for the existing issuance or request that a SD Form 106-1 or -2 be issued canceling the implementation requirements.

6. **Partial or Incomplete Implementation Certification Memorandum.** When all of the implementing documents for a DoD issuance have not been received, a status report with expected dates of receipt of the implementing documents must be provided in a memorandum for the Director, WHS, signed by the PSA. (See figure 7-1.)

7. Overdue Certification Memorandum. When the certification memorandum for a DoD issuance has not been received by the Director, WHS, signed by a PSA, an overdue notice is forwarded to the Executive Assistant in the Office of the PSA from the Director, C&D. The response to the overdue notice must be a memorandum for the Director, WHS, signed by the PSA.

B. INTERNAL REVIEW

1. DoD issuances shall be reviewed every 5 years by the originating OSD Component to ensure that the issuances are necessary; currently applicable; and consistent with DoD policy, existing law, and statutory authority.

2. The DA&M, OSD, shall provide PSAs with a list of DoD issuances under their cognizance for review.

3. Upon completion of the review, the PSAs shall certify by memorandum to DA&M, OSD, whether the issuances shall be continued, revised, or canceled. DoD issuances determined to be essential, but not current, shall be reissued. DoD issuances that have served their intended purpose shall be canceled.

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: DoD Directive 0555.05, "Military Recovery Missions," January 6, 1994

We have reviewed the documents issued to implement DoD Directive 0555.05 and certify that they are consistent with the intent of the Directive. The implementing documents are:

AR 010-01, February 3, 1994
OPNAVINST 0555, March 10, 1994
DISA Instruction 0555, June 3, 1994

The Air Force expects to provide us with its implementing document in October 1994.¹

Other DoD Components are not required to issue implementing documents for this Directive.

[signature of PSA]

¹ Use this portion when an implementing document has not been received.

Figure 7-1. Memorandum certifying implementation of a DoD issuance